

APPENDIX E

Roles and Responsibilities

E.1 Secretary of Energy

The Secretary of Energy sets the goals and provides the vision, programmatic leadership, and management direction for pollution prevention crosscutting activities. In addition, the Secretary approves the charter of, and provides overall direction to, the Pollution Prevention Executive Board.

guideline items and submitting required reports; and

- representing the Secretary of Energy on the Interagency Task Force for implementation of Executive Order 12856.

E.2 Under Secretary of Energy

The Under Secretary of Energy has senior management responsibility for coordinating the Department's efforts in pollution prevention. Responsibilities include chairing the Pollution Prevention Executive Board meetings and convening the Board quarterly.

E.4 Assistant Secretary for Environmental Management (EM)

In addition to his regular duties as head of a DOE line organization, the Assistant Secretary for EM is responsible for:

- providing overall leadership for the DOE-wide pollution prevention effort;
- providing the central point of coordination among CSOs and Operations Offices for implementing E.O. 12856;
- collecting, tracking, and compiling information on the progress of the Department's pollution prevention programs; and
- providing the necessary staff and resources to implement, manage, and maintain site crosscutting pollution prevention activities at each DOE site, as defined by this plan.

E.3 DOE Environmental Executive

The DOE Environmental Executive, as designated by the Secretary and defined in E.O. 12873, is responsible for:

- coordinating the implementation of Executive Orders 12856 and 12873 throughout the Department;
- participating in the interagency development of a Federal plan to create internal and external awareness and outreach programs, promote new technologies, establish incentives, provide guidance and coordinate employee education programs and coordinate the development of standardized agency reports;
- reviewing agency programs and acquisitions to ensure compliance with E.O. 12873;
- tracking the Department's purchases of EPA

E.5 Assistant Secretary for Environment, Safety and Health (EH)

The Assistant Secretary for EH is responsible for:

- ensuring that policies and guidance facilitate compliance with pollution prevention statutes, regulations, and Executive Orders;
- developing DOE environmental compliance policies, guidance, requirements, and procedures for DOE operations and overseeing

Departmental actions to comply with applicable pollution prevention laws and regulations;

- being the central point for environmental coordination among heads of Cognizant Secretarial Offices and field organizations and EPA;
- directing the DOE NEPA program;
- coordinating, preparing, and submitting pollution abatement plans and progress reports to EPA in accordance with E.O. 12088 and OMB Circular A-106;
- coordinating, preparing, and submitting the annual E.O. 12856 progress report to EPA;
- providing oversight and compliance assessments of E.O. 12856 provisions at DOE sites; and
- evaluating and disseminating information that demonstrates the Department's compliance with E.O. 12856 requirements and results of the Department's efforts to implement pollution prevention measures to reduce the release and transfer of toxic chemicals.

E.6 Headquarters Cognizant Secretarial Offices:

The heads of DOE Cognizant Secretarial Offices are, for pollution prevention programs under their purview, responsible for:

- conserving resources and reducing the generation of waste and environmental releases;
- issuing policy, planning, and budget guidance that clearly establishes pollution prevention implementation as an element of their line programs;
- providing guidance in the development of site-specific goals and budgets;
- providing the necessary staff and resources to develop and maintain generator-specific

programs for all their sites, facilities, processes, and activities as defined in this plan;

- providing active leadership and program oversight for, and measurement and reporting of, pollution prevention activities;
- ensuring that actions are taken at their sites to comply with all requirements of E.O. 12856;
- conducting Research Development and Demonstration (RD&D) critical needs assessments for technologies required to solve significant waste or emissions problems within their Cognizant Secretarial Offices, and for developing implementation plans for critical RD&D projects;
- including pollution prevention principles in the designs of new facilities and projects; and
- ensuring public participation in the pollution prevention planning process.

E.7 Pollution Prevention Executive Board

The Executive Board provides leadership to achieve Secretarial goals and management objectives, develops and implements a Department-wide pollution prevention program as envisioned by the Pollution Prevention Program Plan, and develops and coordinates a DOE-wide program. The Executive Board also oversees the Department's external pollution prevention efforts directed toward assisting industry. The Executive Board is responsible for:

- establishing policies, priorities, and strategies for effective, coordinated pollution prevention programs;
- requesting the necessary staff and resources from each organization to complete Executive Board management objectives;
- setting priorities and providing guidance and direction to the WRSC;

- monitoring progress on Secretarial objectives, key elements of the Pollution Prevention Program Plan and WRSC activities, and reporting to the Secretary on a regular basis to highlight progress; and
- resolving issues related to pollution prevention planning, budgeting, and execution referred to the Executive Board by Board members or the WRSC.

E.8 Waste Reduction Steering Committee

The WRSC is responsible for coordinating implementation of the Pollution Prevention Program Plan and assisting the Executive Board in carrying out its mission. The WRSC has additional responsibility to:

- oversee the development and coordination of pollution prevention crosscut planning and implementation of pollution prevention cross-cutting activities as assigned by the Executive Board;
- work toward obtaining consistency in the conduct of pollution prevention efforts within each line organization;
- facilitate pollution prevention technical information exchange;
- assist in the development of Headquarters pollution prevention program guidance;
- review DOE-wide pollution prevention programs with the goal of enhancing resource efficiency and reducing duplication of effort;
- provide recommendations for additional pollution prevention initiatives to the Executive Board; and
- prepare reports on the status of pollution prevention programs, as necessary, for the Executive Board to relay to the Secretary.

E.9 Office of the Associate Deputy Secretary for Field Management (FM)

The Office of the Associate Deputy Secretary for FM is responsible for:

- participating in meetings and activities of the Pollution Prevention Executive Board and the WSRC;
- advocating Operations Office positions, funding, and staffing needs for pollution prevention;
- promoting Operations Office commitment to pollution prevention; and
- facilitating consolidated issue resolution among Operations Offices and Headquarters organizations.

E.10 Operations Office Managers

Managers of DOE Operations Offices are responsible for:

- implementing pollution prevention policies established by the Department, this Program Plan, and line program managers through issuance of site-specific guidance;
- reviewing site-specific, qualitative and quantitative pollution prevention goals for CSO approval;
- measuring site progress in implementing the DOE Program Plan's 18 activities by FY 2000, and taking corrective actions, as necessary;
- supporting adequate resources for pollution prevention activities through planning, budgeting, and cost/benefit reviews;
- integrating the various requirements for site coordination, generator pollution prevention activity implementation, waste operations pollution prevention activity implementation, and technology development into a comprehensive program;

- ensuring that pollution prevention activities are consistent with regulatory requirements and agreements;
 - integrating pollution prevention guidelines into other site operational activities such as safety, health, design, and procurement;
 - integrating pollution prevention guidelines into contractual agreements and employee performance evaluations, as required;
 - validating measurement and reporting procedures;
 - ensuring that program reporting is timely and consistent with other data reports; and
 - reviewing site pollution prevention plans for CSO approval.
- complying with DOE's affirmative procurement program and submitting the required annual reports;
 - developing a contractor-specific pollution prevention plan consistent with guidance from DOE Headquarters and their DOE Operations Office Managers;
 - dedicating sufficient funding and resources to ensure implementation of, and reporting on, source reduction measures and recycling activities identified in their pollution prevention plans;
 - reporting on implementation of source reduction measures, recycling efforts, and the effects on waste generation and environmental release rates;
 - certifying the accuracy of reports prepared for DOE; and
 - ensuring public participation in the pollution prevention planning process.

E.11 Heads of Contractor Organizations

Heads of contractor organizations are responsible for carrying out the work that has been assigned to them by Heads of Departmental Elements as stated in their contracts. In the area of pollution prevention, contractor organizations may be directed to carry out the following types of activities:

- achieving site-specific goals for reducing waste generation and environmental releases;
- establishing an aggressive site pollution prevention program to implement the DOE Pollution Prevention Program Plan's 18 activities by FY 2000 and demonstrating proactive leadership in implementing that program;
- conserving resources, reducing waste generation and environmental releases, and increasing recycling activities within their operations;
- ensure that pollution prevention requirements are included in procurement requests for contractor work to be performed on site at DOE-owned or -leased facilities;